DOCUMENT RESUME

ED 142 730 08 CE 011 672

TITLE Postal Employee. Occupational Simulation Kit.
INSTITUTION San Juan Basin Area Vocational-Technical School, Cortez, Colo.
SPONS AGENCY Colorado State Board for Community Colleges and Occupational Education, Denver.; Office of Education (DHEW), Washington, D.C.
PUB DATE [76]
NOTE 17p.; For related documents see CE 011 670-672, CE 011 674-679, and CE 011 682-688

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS *Career Exploration; *Government Employees; Instructional Materials; Occupations; Secondary Education; Simulation
IDENTIFIERS Colorado; *Postal Workers; *Post Office Department; United States

ABSTRACT

This career exploration instructional booklet on the occupation of a postal employee is one of several resulting from the rural southwestern Colorado CEPAC Project (Career Education Process of Attitude Change). The content includes: (1) A brief presentation of the job functions of five types of postal employees, the traits and qualifications needed by postal employees, and information about the United States Post Office Department, such as historical facts; (2) nine questions regarding the above content; and (3) 10 questions asking for the appropriate course of action in 10 different situations that a postal employee may encounter while working. Diagrams of five types of postal boxes are appended. (EM)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED142730

POSTAL EMPLOYEE

Occupational Simulation Kit

Career Education -

Process of Attitude Change

San Juan Basin Area

Vocational - Technical School

Cortez Colorado

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CE 011 672

WHAT JOB CONSISTS OF:

1. Clerk position--sorting mail (letters, parcel post, and other mail) as to destination or address or box number.

2. Desk Clerk position--waits on the public (weighs various types of mail for correct postage, makes out money orders, sells stamps, and does other various and sundry duties that the general public need.

3. Letter Carrier position--carrying mail either by foot or by automobile to various residential or rural areas according to the needs of the community in which the employee works.

4. Superintendent of Mails position--supervise all carriers and clerks in a given post office and any other duties as may be established by the person's immediate superior.

5. Postmaster position--the first in command of a given post office. Responsible to a District Supervisor and responsible for all areas of the post office under him.

WHAT TRAITS A GOOD POSTAL EMPLOYEE MUST POSSESS:

1. Must be in good physical condition, particularly being able to stand on feet or be on feet for long periods of time.

2. Must enjoy working with the general public.

3. Must be able to work closely and in harmony with other employees.

4. Must be able to work effectively under close supervision.

5. Must want and be able to work all kinds of different shifts.

6. Must be willing to do a lot of seemingly senseless paper work that the Government requires of you.

* * * *

Remember: "The difference between a good job and a great job is a little extra effort."

OTHER QUALIFICATIONS TO BE A POSTAL EMPLOYEE:

1. At least 18 years of age.

2. Pass a competitive Civil Service Examination. These exams are given periodically in your area. Ask at any post office.

3. A High School Education or it's equivalent.

4. For any supervisory position you must have several years experience as a letter carrier or clerk and possess outstanding traits of character and leadership.

* * * *

Note: "It is better to find a whole worm than only half of one."

SOME INTERESTING INFORMATION ABOUT
"THE U.S. POST OFFICE DEPARTMENT":

1. The American Colonies were concerned with an effective way to pass mail within a colony and to other colonies from the very start of each one's establishment in early America.

2. After our present day system of Government was formed, the U.S. Post Office Department was one of the first four cabinet offices formed in President Washington's first Cabinet in 1781. Benjamin Franklin was the first Postmaster General.

3. The Postal Department has been streamlined and modernized under the Postal Reorganization Act of 1971.

4. Classes of Post Offices are chosen on the volume of work at a given office.

   1st Class Post Office)
   2nd Class Post Office)
   3rd Class Post Office)
   4th Class Post Office)

   All these must have at least a postmaster and his relief at each post office.

SOME INTERESTING INFORMATION ABOUT "THE U.S. POST OFFICE DEPARTMENT": (cont'd)

5. Salary: All permanent employees are on a yearly salary. When you first start you are on probation for an undetermined length of time. For this period of time you are paid by the hour instead of by the year.

* * * *

QUOTABLE: "Our imagination gets a rest when we imitate others."

QUESTIONS TO ASK YOURSELF

NOTE: Please mark all answers on a separate answer sheet.

1. Look on Page Two at the General Traits listed there. Put a + for those traits that you feel you particularly qualify, and a 0 for those areas you feel you are weak in.

2. How can you train for or become more skillful in the first traits or area?

3. What if you could not work in harmony with a fellow employee? What could you do? List at least three things.

4. Give a brief reason in own words why it is important to work in harmony with the public in the U.S. Postal Service.

5. What special hazards or problems can you imagine you might encounter as a postal employee that are not covered in the above questions?

6. On Page 4, who was the first Postmaster General?

7. How has the "Postal Reorganization Act" of 1971 helped the Post Office Department?

QUESTIONS TO ASK YOURSELF (cont'd)

8. What are the three required qualifications for a beginning postal employee?

9. What experience must you have before advancing to a supervisory position?

* * * *

Note: "A good job is now because today is the tomorrow you worried about yesterday."

SEPARATE ANSWER SHEET FOR
"QUESTIONS TO ASK YOURSELF"

1. 1._____ 2._____
   3._____ 4._____
   5._____ 6._____

2._____

3. 1._____

   2._____

   3._____

4._____

5._____

SEPARATE ANSWER SHEET (cont'd)

6. _____

7. _____

8. 1. _____
   2. _____
   3. _____

9. _____

* * * *

QUOTABLE: "Skill is the staff of workaday life."

SOME INTERESTING THINGS THAT MIGHT OCCUR WHILE BEING A POSTAL EMPLOYEE (WHAT WOULD YOU DO?):

1. A letter is to be delivered on your route. The addressee has moved and left no forwarding address. There is no return address on the envelope. What would you do?

2. You have a very mean dog on your route. What do you do?

3. There is a heavy snow storm; therefore, you are unable to cover your rural route. Mail is stacking up. What do you do?

4. A person comes to your window everyday to check his general delivery mail. He is extremely rude and insists there is a letter for him. How would you handle the person?

5. A lady on your route says her pension check is due. She is extremely rude. She feels it has been lost in the mail. How do you handle her?

6. You have received for distribution a letter in which the address is incorrect. There is no such address, and there is no return address on the envelope. Who do you take the letter to?

SOME INTERESTING THINGS THAT MIGHT OCCUR WHILE BEING A POSTAL EMPLOYEE (WHAT WOULD YOU DO?): (cont'd)

7. Your immediate superior does not like your work. You feel you have done your best but you need more help. What do you do?

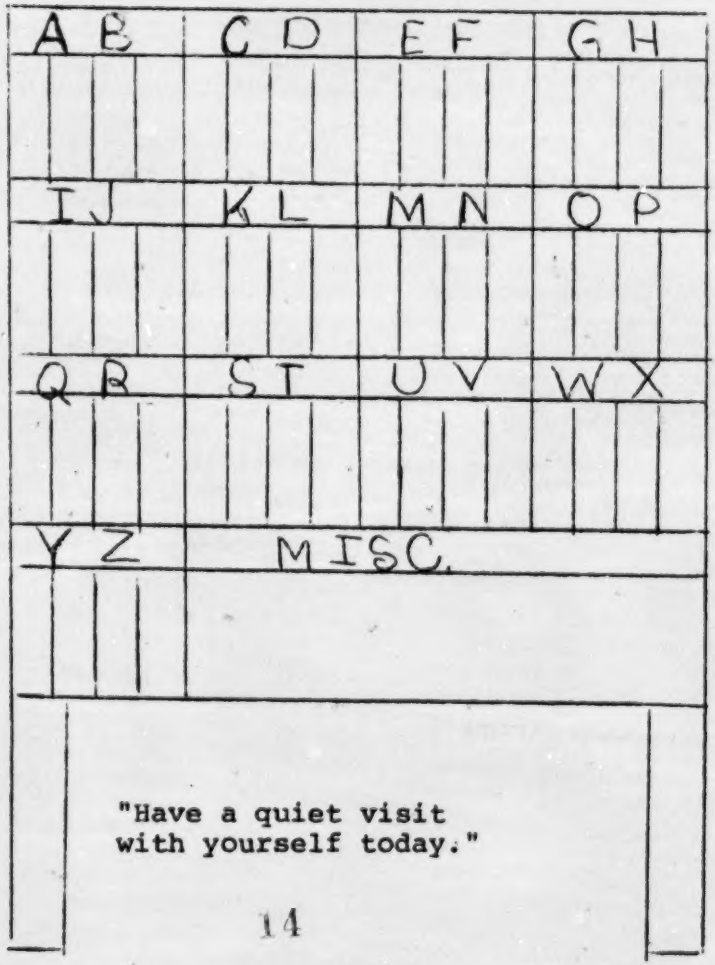
8. A fellow mail carrier wants your route and you know he is making unkind remarks about you to your superior. What do you do?

9. You are a Superintendent of Mails in a fairly large town. You have received numerous complaints about a window clerk being rude and crude to the general public. You know he has many years service with the post office. What do you do about this?

10. You are a Window Clerk. A very loud and crude woman tells you she has received a notice that her box rent is due; however, she insists she has paid it for two quarters (six months). Your records show she has only paid for one quarter (three months). She doesn't have a receipt to show her payment. How do you handle this situation?

The following five types of postal boxes are needed or preferred:

GENERAL DELIVERY BOX



"Have a quiet visit
with yourself today."

The storage box below is used for articles or parcel post too large for individual boxes.

STORAGE BOX

Box 1-100	101-200	201-300
301-400	401-500	501-600
601-700	701-800	801-900
LARGE PARCELS		

(This storage box will be as large as the needs of the community dictate).

"Work is love made visable."

INDIVIDUAL P.O. BOXES OR DRAWERS

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
A			B		C

RESIDENTIAL BOX

RURAL BOX

ACKNOWLEDGEMENTS

The Project presented or reported herein was performed pursuant to a Grant from the U.S. Office of Education; Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Cover Illustration by Deana Petro
Cover Printing by Dan Petro

Dr. Howard Acott, Director
San Juan Basin Area Vocational-Technical School

For additional information on these projects, write or call: (303) 565-9232.

Dr. William J. Nelson
Director of Career Education
San Juan Basin Area Vocational Technical School
P.O. Box 970
Cortez, CO 81321

Mr. Dan Petro
Coordinator of Career Education
San Juan Basin Area Vocational-Technical School
P.O. Box 970
Cortez, CO 81321